******

***CURRICULUM VITAE***

***SUNIL .N.MENON***  
Manama, Kingdom of Bahrain  
Contact No: 00973 36613973/33241154/39325174Email: sunilnmenon@yahoo.com

**OBJECTIVE**

To strive for a challenging job in a progressive organization, where I can contribute and build my professional career along with the growth of organization and to give the best of my experience and abilities.

**PROFILE IN-BRIEF**

Having 15 years experience in COST & BUDGET, Exim documentation, Purchase, Store, Accounts and Administration in India, U.A.E & Bahrain with reputed companies.

**NATURE OF JOBS DONE**

**Since 2007 : M/S EBRAHIM K.KANOO GROUP OF COMPANIES, BAHRAIN  
Position : ASSISTANT MANAGER**

Ebrahim K. Kanoo B.S.C.(c) name is synonymous with Bahrain’s automotive sector, in particular the Toyota and Lexus brands which formed the platform for expansion in new Vehicle Sales, Service & Repair, and the Parts business. Ebrahim K. Kanoo Group of Companies are the sole import and authorized distributer of Toyota and Lexus vehicles and Spares in Bahrain.

**2003-2005 : National Food Products Co., Sharjah (UAE)**

**Position : Cost/Budget, Stores and Inventory analyst.**

National Food Products GROUP is one of the leading FMCG in UAE which includes 7 companies-MILCO,ARLA FOODS ,NFPC Plastics, Oasis Drinking Water Factory etc and the organization having branches, subsidiaries and subdivisions in all the seven emirates in UAE and employs around 8000 people.

**2000-2003 : M/s. Sesha Computers, Bangalore, India  
Position : Executive (Commercial & Administration)**

Sesha Computers is the leading authorized distributors/dealers of Hewlett Packard and Epson products in Bangalore, supplying to various leading government organizations, school, colleges, hotels, hospitals, service organization, private organization, MNCs etc.

**1997-2000 : M/s. Panikulam Pharma , Thrissur , Kerala, India  
Position : Accounts, Credit Collections & Inventory Assistant.**

Panikulam Pharma is a leading pharmaceutical partnership concern which supplies medicines, pharmaceutical equipments etc, to leading hospitals, clinics and small pharmacies.

**Exim Documentation works done**

* Checking of Purchase requisitions send by store keeper.
* Sending enquiries to foreign suppliers.
* Receiving of quotations and select the best quotation on the basis of price, quality etc
* Sending LPOs in the case of domestic suppliers
* Banking works related to opening of Letter of Credit, Bank Realization Certificates, bill discounting etc.
* Sending Amendment letters to bank in case of Amendment of L/c needed by the beneficiary.
* Collection of documents from the bank which were tendered by the bank and forward it to clearing & forwarding agent.
* Informing the stores when the cargo arrival notice is received.
* Liaisoning with accounts dept, stores & administration.
* Correspondence with corporate offices through Internet & Email.
* Filling of the Records and Documents.
* Opening of letters of credits and negotiation with the banks

**ACCOUNTS,COST AND BUDGET WORKS UNDERTAKEN**

* Checking and maintaining records of purchase returns.
* Checking and maintaining records of gift products and expiries and damages.
* Checking ,verification & approval of bank payment vouchers.
* Opening of Standby, One-time and revolving letter of credits and negotiation with banks.
* Maintaining records of the debit notes which has to be sent to head office.
* Physical verification of stock at the end of every month and report at the top level on variances.
* Co-ordination with other branches, suppliers etc.
* Preparation of customer and suppliers statements.
* Maintaining records of key account customers.
* Preparation & approval of price variance reports and sending to Hewlett Packkard India Ltd. Co.
* Over all supervision Management of office.
* Checking the purchase orders and other customer queries and forward them to concerned managers.
* Preparation & submission of financial reports/ overall control of sales proceeds and accounts.
* Preparation of Budgets, cash forecasts and reporting the variance.
* Control on cash flow/fund flow statements.
* Monitoring annual insurance premium of plant, machinery & vehicle.
* Preparation of weekly monthly reports on purchase, sales, debtors & bank.
* Controlling data’s relating to the performance of salesmen & sending reports to top level.
* Correspondence with corporate offices through Internet & E-mail.
* Preparation of monthly progress reports to Chairman & director of Finance.
* Checking and Verification of billing reconciliation reports, cash reconciliation reports etc.
* Supervision of billing staffs, routine work.
* Checking monthly reports prepared by billing staff and forwards the same to top level management.
* All costing related works

**STORES & INVENTORY WORK UNDERTAKEN**

* Preparation of Goods Inward Vouchers when the goods are received in the stores.
* Checking of GRVS brought by the salesmen with goods returned by them.
* Preparation of loading charts when the goods are loaded to van for delivery.
* Marking return of goods/goods not taken by salesman etc on loading charts.
* Preparation of vouchers for product given as FOCS
* Preparation of SDVs every week when the goods are damaged or expired when it was destroyed.
* Coordinating with Purchase/Accounts/Logistics depts.
* Preparation of monthly report of Goods Destroyed or Damaged or expired

**LOCAL & INTERNATIONAL PURCHASE RELATED WORKS UNDERTAKEN**

* Preparation of RFQS.
* Checking and verifications of the quotation received from suppliers.
* Selection of suppliers based on quality, lead time, price etc.
* Approval of the quotations received from suppliers.
* Verification of the financial and other background etc of the online companies.
* Checking and Verification of the Commercial and other invoice, DNs, etc.
* Coordinating with Inventory, Logistics, sales and account dept.

**ADMINISTRATION RELATED WORKS UNDERTAKEN**

* Fixing of appointments for managerial personnel.
* Arranging and conducting interviews of candidates.
* Preparation of Agenda for the meetings.
* Recording of the minutes of meetings.
* Preparation and Changing of duty schedules of employees.
* Preparation of time schedules for completion of each job
* Requesting from employees and divisions for daily/weekly/monthly progress reports and review.
* Preparation of employee and divisional appraisal reports.

**PROJECT WORK UNDERTAKEN**

**STRATEGIC PLANNING AND COMPARATIVE ANALYSIS OF TOYOTA VEHICLES  
(EBRAHIM KHALIL KANOO B.S.C(c), BAHRAIN)  
Major Highlights:-**

1. STRENGTH,WEAKNESS,OPPORTUNITIES AND THREATS(SWOT) ANALYSIS
2. STRATEGIC MARKETTING INCLUDES CUSTOMER VALUE AND CUSTOMER SATISFACTION AND CORE COMPETENCIES
3. BUSINESS LEVEL STRATEGIES INCLUDE COST LEADERSHIP AND SUSTAINED COMPETIVE ADVANTAGE AND PRODUCT DIFFERENTIATION
4. STRATEGIC AND COMPETIVE BENCHMARKING
5. MARKET SEGMENTATION INCLUDES MARKET TARGETTING,MARKET POSITIONING AND MARKET SEGMENTATION
6. BUSINESS PROCESS PERFORMANCE INCLUDES VALUE CHAIN ANALYSIS AND PROCSS ANALYSIS
7. STRATEGIC ALLIANCE AND MERGERS

**SEMINARS ATTENDED**

**TRADE FINANCE SEMINAR CONDUCTED BY HSBC IN THE YEAR 2010 & 2014**

**TRAINING PROGRAMMES ATTENDED:-**

1. STRESS MANAGEMENT
2. LEADERSHIP IN 2012
3. VALUE CHAIN ANALYSIS AND CUSTOMER
4. STRATEGIC AND COMPETITIVE POSITIONING

**AWARD, ACHIEVEMENTS & RECOGNITION:-**

**Awarded as the best employee for the year 2009 and it was published in Bahrain’s leading newspaper, The Gulf Daily News.**

**QUALIFICATION**

**Professional:-**

***MASTER OF BUSINESS ADMINISTRATION (M.B.A) in International Business Management with First Class from Annamalai University, Tamilnadu, India.***

**Master Degree:-**

*MASTER OF FOREIGN TRADE with First Class from Symbiosis Institute of Management Studies, Pune, India*

*MASTER OF COMMERCE with Second Class from Kerala University*

**Bachelor Degree:-**

*Bachelor of Commerce with First Class from Calicut University, Kerala, India*

**Other:-**

Accounting Software’s like Oracle, JD Edwards, Tally, Tata-ex, Wings etc

**PERSONAL DETAILS**

Nationality : India

Sex : Male  
Date of Birth : 13.10.1974

Marital Status : Married

License : Valid Bahrain Driving License

Language Known : English, Hindi & Malayalam